TOMS Test Delivery Manual

Badger Exam 3-8:
A Smarter Balanced Assessment

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TOMS Test Delivery Manual

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About this Manual

This user manual provides instructions on how to use the Test Operations Management System (TOMS) to administer the Badger Exam 3-8: A Smarter Balanced Assessment (Badger Exam). You may notice differences in what is displayed on the TOMS website and what is shown in this manual. Data displayed on website pages shown in this manual are for demonstration purposes only and may not reflect valid data. Website pages may appear differently in Mac or Windows browsers.

This section lists abbreviations and icons you may see in this manual and in the TOMS system.

Table 1: Acronyms and Initials in TOMS Test Delivery Manual

CA	Classroom Activity
DAC	District Assessment Coordinator
DAR	Demographic and Accessibility Report
DPI	Department of Public Instruction
DTC	District Technology Coordinator
ELA	English Language Arts
ETS	Educational Testing Service
FAQ	Frequently Asked Questions
IEP	Individualized Education Program
IPR	Individual Profile Reports
PT	Performance Task
SAC	School Assessment Coordinator
STC	School Technology Coordinator
TA	Test Administrator/Proctor
TOMS	Test Operations Management System

Table 2: Icons Used in TOMS Test Delivery Manual

Icon	Description
	Notes: This symbol appears next to text that indicates important information related to a task or TOMS feature.
	Step number: These circled numbers appear on screenshots of the TOMS website and correspond to descriptions or step-by-step instructions in the manual.
TEXT	Bold text indicates the name of a link or clickable button in TOMS.

Overview of TOMS Test Delivery

The Test Operations Management System (TOMS) is a secure website designed to manage the online Badger Exam 3-8: A Smarter Balanced Assessment (Badger Exam). Students in grades 3-8 will take tests in mathematics and English language arts (ELA).

The mathematics assessments are comprised of three components: Section 1, including a variety of selected response, constructed response, and technology enhanced items; a brief Classroom Activity (CA); and Section 2 performance task (PT). The ELA assessments are comprised of one component: Section 1, including a variety of selected response, constructed response, and technology enhanced items.

The TOMS system is used to manage the test delivery process for all these components and to monitor students during testing. Using TOMS, you can:

- confirm the accessibility and accommodation settings students will use during testing
- print test tickets that students will use to access all of their assigned test sessions
- monitor schools and students during testing to ensure test completion
- manage testing for students who transfer before or during the testing window
- submit appeal requests for individual student assessments

TOMS User Roles

TOMS test delivery functions are available to users according to the role assigned to them in the system. Users can be assigned to one or more of these roles:

- District Assessment Coordinator (DAC)

- District Technology Coordinator (DTC)

- School Assessment Coordinator (SAC)

- School Technology Coordinator (STC)

- Test Administrator/Proctor (TA)

Users assigned a school-level role can only use TOMS to access data for their school(s). Users with a district-level role can access TOMS data for any school in their district using a single login. State-level users can access information for all schools and districts. As a reminder, users should be assigned the role with the highest level of permissions they need in order to perform all of the tasks they need to accomplish for their organization(s) in TOMS. For example if a School Assessment Coordinator also acts as a Test Administrator in the same school, the user only needs to be assigned to the SAC role. For additional information on adding or editing TOMS user accounts reference the TOMS User/Student Management Manual available at http://oea.dpi.wi.gov/assessment/Smarter/resources.

Users involved in test delivery functions are primarily DACs, SACs, and TAs.

Table 3 lists the user permissions for TOMS functions that relate to test delivery. There are 2 additional roles of "school report user" and "district report user". These roles have permissions only for viewing reports after test administration is complete.

Table 3: User Permissions for TOMS Test Delivery Functions

	District Assessment Coordinator (DAC)	District Technology Coordinator (DTC)	School Assessment Coordinator (SAC)	School Technology Coordinator (STC)	Test Administrator /Proctor (TA)
Download Secure Browsers	✔	✔	✔	✔	✔
View, add, or edit students and student settings	✔	✔	✔	✔	
View student only					✔
Generate Demographic and Accessibility Report (DAR)	✔	✔	✔	✔	
View student transfer announcements	✔	✔	✔	✔	
View and transfer students	✔	✔	✔	✔	
Print Test Tickets	✔	✔	✔	✔	✔
Test Tickets - Continue Test	✔	✔	✔	✔	✔
View Online Testing	✔	✔	✔	✔	✔
Monitor Online Testing	✔	✔	✔	✔	✔
Request Appeals (Approval of Appeals comes from DPI staff)	✔				
District Completion Indicator	✔				

TOMS Requirements

TOMS supports the following Web browsers:

- Mozilla Firefox 2.0 and above

- Internet Explorer 9.0 and above

- Google Chrome 4.0 and above

- Safari 3.0 and above

- iPad Safari (all)

	System functionality and screen displays may operate or appear differently due to different browser and operating system capabilities. The TOMS website is optimally viewed using a screen resolution of 1280 x 1024.

TOMS Troubleshooting

Additional information regarding user/student management can be found in the TOMS User/Student Management Manual.

If you need assistance using TOMS, please contact the Badger Exam customer service team by phone at 1-844-711-6493 or by e-mail at badgerexamhelpdesk@ets.org.

Login to TOMS

When you are added as a user in TOMS, you will receive a welcome e-mail from badger-toms-noreply@ets.org. This e-mail will contain your username and a temporary password.

> All District Assessment Coordinators (DACs) have been entered into TOMS by the DPI and should have received their welcome e-mail by January 30, 2015. DACs are then responsible for adding additional users at the school level. If you have not received your welcome email please contact your DAC. See Section IV of the TOMS User/Student Management Manual for more information on adding users to TOMS.
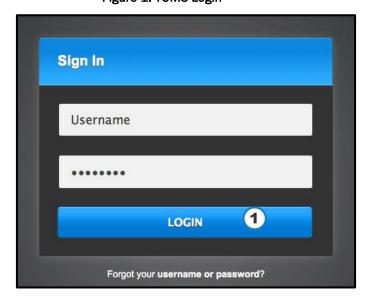
> Your temporary password will expire within 30 days. A first-time user whose temporary password has expired or has been forgotten will need to contact his or her District Assessment Coordinator for a password reset.
>
> TOMS login credentials will be sent from badger-toms-noreply@ets.org. Work with your technology coordinators to have this address added to a safe list to ensure you are able to receive the welcome e-mail. It is not possible to log into the TOMS system without the information from the welcome e-mail.

Follow these steps to log into TOMS for the first time (see Figure 1):

1. Open an Internet browser and go to https://wdpibadger-toms.caltesting.org. Enter the username and temporary password that was sent to your e-mail address. Click **LOGIN**.
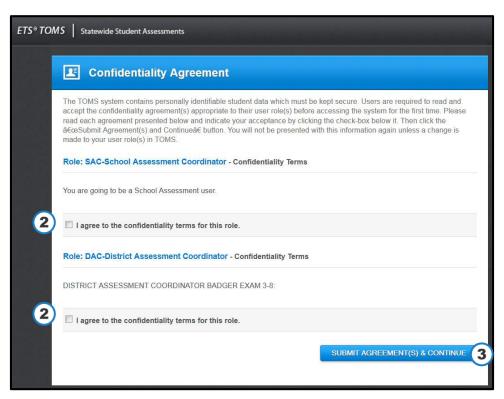
Figure 1: TOMS Login

2. Read and agree to the Confidentiality Agreement (Figure 2). If you have multiple roles (for example, you are both a School Technology Coordinator and a District Assessment Coordinator) you will need to place a checkmark next to each user role listed to indicate acceptance of the Confidentiality Agreement.

3. Click SUBMIT AGREEMENT(S) & CONTINUE.

Figure 2: Confidentiality Agreement

4. You will then be prompted to create a new password (Figure 3). Click **SUBMIT** to confirm your new password.
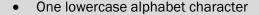
Figure 3: Create a New Password

Username and password are case sensitive. Your new password cannot be the same as your temporary password. It must be at least 8 characters in length and must contain the following:

- One lowercase alphabet character
- One uppercase alphabet character
- One number
- One special character

You must login and establish your new password within 30 days of receiving your welcome e-mail. Your password will need to be reset after 180 days.

Work in the Dashboard

After you log into TOMS, you will see a home page personalized to your user role. Your home page is known as the Dashboard.

This section provides an overview of Dashboard functions. For additional information on the listed features on the Dashboard, see the TOMS User/Student Management Manual available at http://oea.dpi.wi.gov/assessment/Smarter/resources.

From your Dashboard, you can access the links shown in Figure 4:

1. **Dashboard:** Click to return to the Dashboard from wherever you are within the system.
2. **Profile:** Click to view and update your personal information.
3. **Help:** Click to view TOMS documentation and Frequently Asked Questions (FAQ).
4. **Logout:** Click to exit TOMS.
5. **News & Announcements:** Click to read important announcements related to the Badger Exam administration in a popup window.
6. **Create Announcement:** Click to write an announcement and designate who receives it.
7. **Download a Secure Browser:** Click the option for your operating system and follow the installation instructions to download a Secure Browser to use during administration of the Badger Exam.
8. **Student Transfer Notices:** Click to view student transfer notices.

The Dashboard also shows a left navigation menu, which is present on every page within TOMS. From the left navigation menu, you can access the following options:
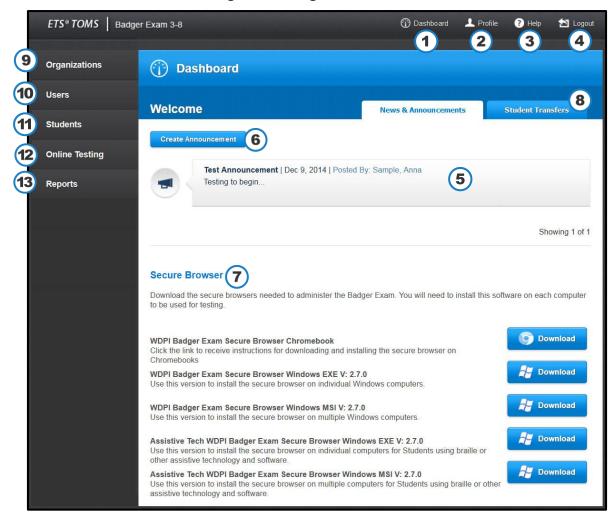
9. **Organizations:** Click to view and edit organizational data.
10. **Users:** Click to view and edit user data.
11. **Students:** Click to view and edit student data, transfer students, and download student demographic and accessibility reports.
12. **Online Testing:** Click to print tickets, monitor testing status, request appeals, and indicate district completion for Individual Profile Report (IPR) generation.
13. **Reports:** Click to view and download aggregate user report and online final reports.

Figure 4: Working in the Dashboard

Section II: Preparing for Test Delivery

The following must be completed to successfully administer the Badger Exam:

- all technological and procedural requirements must be satisfied
- designated supports or accommodations must be entered into TOMS for students who require customized settings
- test tickets must be generated in TOMS and printed for each student before they can begin a test session

Verify Technology Prerequisites

District Assessment Coordinators and District Technology Coordinators should review the technology infrastructure to ensure each school meets the minimum requirements for administering the Badger Exam. The Technology Coordinator Manual (http://oea.dpi.wi.gov/assessment/Smarter/resources) provides the technical specifications for online testing, including information about Internet and network requirements, hardware and software requirements, and text-to-speech functionality.

Download Secure Browser

A Secure Browser must be installed on any device used to take the Badger Exam. The Secure Browser supports test security by prohibiting access to external applications and preventing navigation away from the assessment. Technology Coordinators will need to install the appropriate Secure Browser on each computer used for testing. More information on how to install the Secure Browser is available in the Technology Coordinator Manual at http://oea.dpi.wi.gov/assessment/Smarter/resources.

Confirm Student Accessibility Settings

District Assessment Coordinators and School Assessment Coordinators must use TOMS to enter all designated supports and accommodations for students at least 24 hours before starting a test session.

Before students start a test, SACs and TAs must confirm that all students have the correct accessibility test settings in TOMS. To view an individual student's test settings, TAs can use the accessibility resources tab in TOMS. To view all students' test settings, the DACs and SACs can download the Demographic and Accessibility Report (DAR). A DAC, SAC or TA can also use the export results feature in TOMS to download demographic and accessibility settings for a group of students (details on how to run these reports are covered on page 14 of this manual).

> If a TA identifies any errors in a student's accessibility test settings, TAs must contact the SAC for remedy. TAs cannot edit test settings. Failure to provide accurate test settings is a test irregularity and may result in an invalid score or an appeal.

> If a student with an Individualized Education Program (IEP) or 504 plan requires print on demand as an accommodation, a DAC must submit the accommodation request form located at http://oea.dpi.wi.gov/assessment/forms to DPI at least 2-3 weeks prior to testing. After receiving the form, DPI will review the request and if approved, activate the accommodation in TOMS.
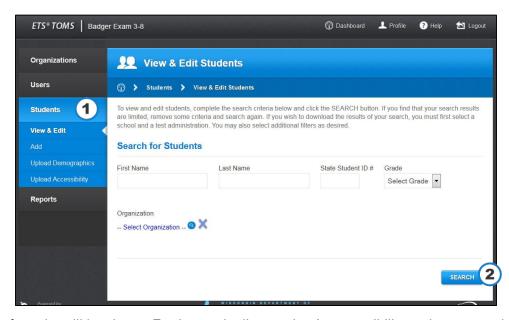
TAs can view an individual student's test settings in TOMS by following the steps shown in Figure 5. More detailed instructions for managing student information in TOMS can be found in the TOMS User/Student Management Manual at http://oea.dpi.wi.gov/assessment/Smarter/resources.
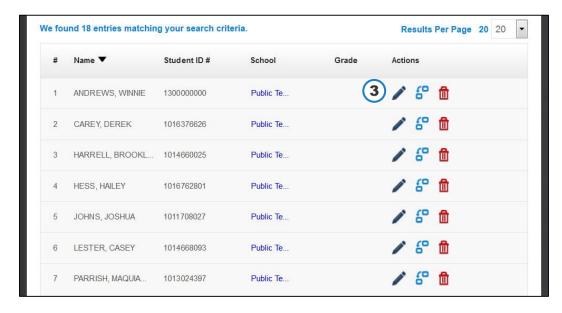
1. Click on the **Students** tab in the left navigation menu. The View & Edit Students page appears where you can search for students.
2. Enter the search criteria for the student and click **SEARCH**. You do not have to complete all criteria to execute a search.

Figure 5: Search for Students

3. A list of results will be shown. To view and edit a student's accessibility and accommodation settings, click the **edit icon** (pencil) shown in Figure 6.
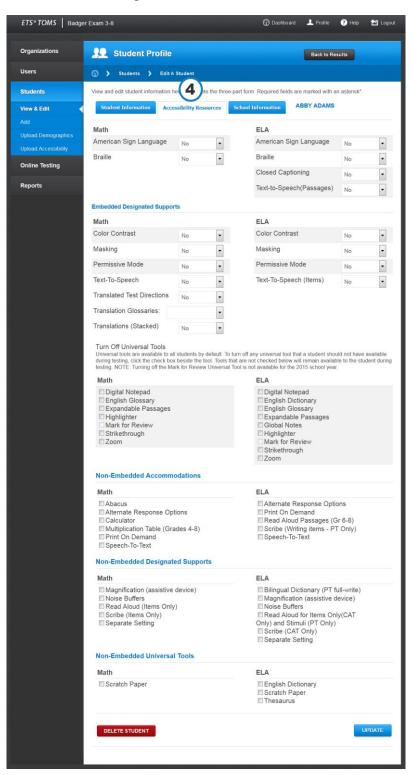
Figure 6: Student Search Results

After you click on the edit icon next to a student's name, the Student Profile for that student will appear.

4. Click on the **Accessibility Resources** tab to view that student's test settings (Figure 7).
5. Confirm that the student's settings are correct. If edits are needed, DACs and/or SACs can make the necessary changes. Click **UPDATE** to capture the new settings in TOMS.

Figure 7: View Student Profile

To view accessibility information, follow the steps below.

1. Click on the **Students** tab in the left navigation menu in TOMS. This opens the View & Edit Students page where you can search for an organization like a school.

2. Select a school organization in the search criteria and click **SEARCH**.

3. A list of all students in that school will appear, along with a **DOWNLOAD SEARCH RESULTS** button. Select this option to download the spreadsheet for all listed students to confirm their demographics and accessibility settings.
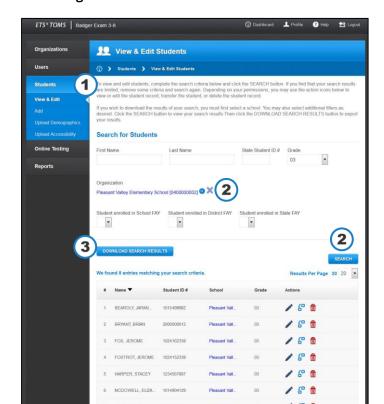
Figure 8: Search and Confirm Student Profiles

Printing Test Tickets

Test tickets printed from TOMS provide each student with the login information (username, password, and Session ID) he or she will need to take the Badger Exam.

Each student will need three test tickets, one ticket corresponding to each test:

- Section 1 Mathematics (available to print early April)
- Section 2 Mathematics –PT (available to print early April)
- Section 1 ELA (available to print mid-March)

Students will use the same test ticket every time they log into each test. The tickets should be collected and stored securely until the student is ready to log back into the test. Additional details regarding security can be found in the District and School Assessment Coordinator's Guide (DAC Guide), the Test Administration Manual (TAM) and the Badger Exam Security manual.

To help manage test tickets, it is recommended that test tickets be printed no sooner than three days prior to each individual test.

It is important to remember that test tickets contain confidential student data that must be securely stored prior to testing, collected promptly after each testing session, and destroyed immediately after students have completed the test.

Tickets can be printed for individual students or for a roster of students.

1. From the Dashboard, click on the **Online Testing** tab in the left navigation menu of TOMS and the **Manage Online Testing** submenu that appears (Figure 9).

2. Using the drop down menus, select a subject (ELA or Mathematics), grade level, and test type (Section 1 or Section 2(Mathematics only)) and select an organization (school or district) from the popup. Click **FIND**.

3. The search results will display at the bottom of the screen. This shows the number of students enrolled, currently testing, alerts (held enrollments, test inactivity, system problems) and tests completed.

4. In the Actions column, click the **Monitor Status** icon to view and monitor a roster of students and print test tickets for that roster.
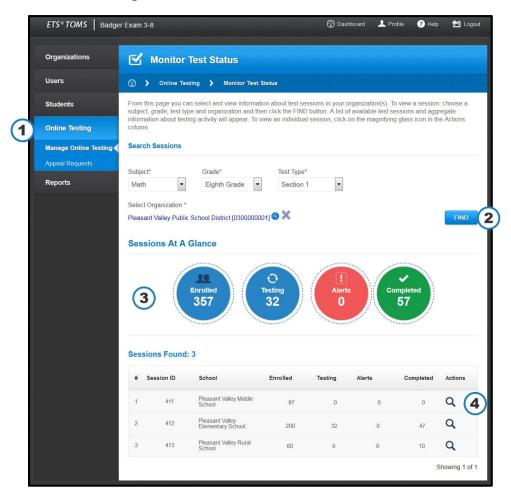
Figure 9: Search for a Roster of Students

Once you've selected a session to monitor, you will see a list of students enrolled in that session (Figure 10).

5. Click the **print icon** (printer) next to a student's name to print an individual student's ticket (Figure 11).

6. You can also print an individual student's ticket by selecting the check box next to the student's name and clicking **Print Selected Tickets (PDF).**

7. To print a roster and tickets for all the listed students, click **Print All Tickets & Roster (PDF).**

- 4 tickets will print per page

- The roster (Figure 12) will indicate in the Accessibility column which students have accessibility resources set in their TOMS profile. Accessibilities should be confirmed for each student.
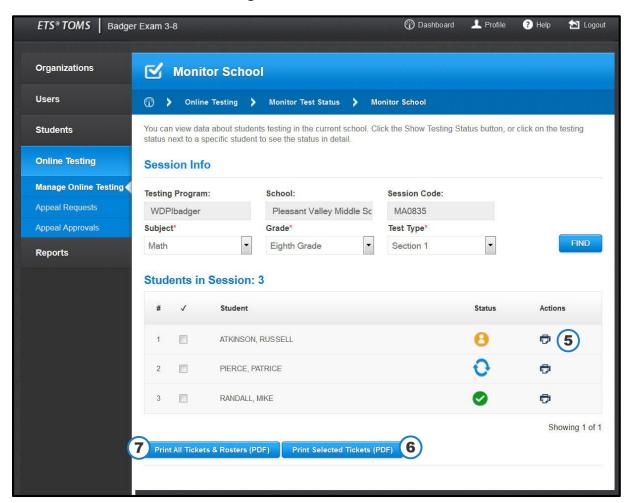
Figure 10: Print Test Tickets

Figure 11: Sample Test Ticket

WDPI Badger Exam 3-8
Grade 08 Exam

Test:	Section 1 Math
Grade:	08
Student Name:	PATRICE B PIERCE
Username:	ppierce
Password:	meld784
Birth Date:	April 28 2008
Session ID:	MA0835

Figure 12: Sample Roster

Student Test Session Ticket Roster

Subject : Math , Grade :08 , Session code :MA0835 , Test Type: Section 1

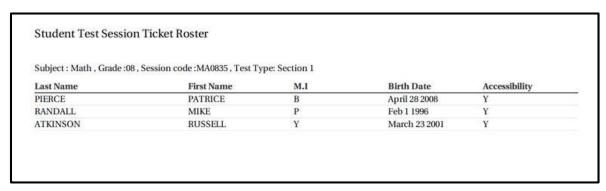| Last Name	First Name	M.I	Birth Date	Accessibility
PIERCE	PATRICE	B	April 28 2008	Y
RANDALL	MIKE	P	Feb 1 1996	Y
ATKINSON	RUSSELL	Y	March 23 2001	Y

Figure 11 and Figure 12 show a sample test ticket and a sample student roster.

See Section V for an overview of the test interface students see when logging in within with their test tickets. See the Test Administration Manual at http://oea.dpi.wi.gov/assessment/Smarter/resources for additional information on distribution, handling and storage of test tickets.

> Test sessions are created automatically by subject, grade, and test type in TOMS. For example, in a particular school building, all 6th graders taking the mathematics section 2 test will be shown in the same session and have the same session ID. This does not restrict sub-groups of those students from testing at different times.

Section III: Monitoring Test Sessions

Throughout the testing window, TOMS allows users to monitor testing completion progress. TAs are primarily responsible for using TOMS to manage testing. TAs do not have to set up test sessions, but are responsible for resolving testing issues, such as "continuing" tests (see details further in this section). DACs and SACs can also monitor student testing progress throughout the testing window to ensure that all students participate in and complete all assessments.

In TOMS, users can view the following aggregate data (filtered by subject, grade, and test type (Section 1 or 2) for a specific district or school:

- the number of students in TOMS that match the selected filters
- the number of students currently testing
- the number of students who have completed the test session
- any alerts for the test session (e.g., held enrollments, test inactivity, system problems)

Users can also view the status of every student:

- if a student is enrolled
- if a test is in progress
- if a test is complete

View Test Session Data on Test Completion

Figure 13 shows the real-time aggregate data you can view for organizations (i.e., schools and districts.)

1. From the Dashboard, click on the **Online Testing** tab in the left navigation menu of TOMS and the **Manage Online Testing** submenu that appears.

2. Select a subject, grade, and test type from the dropdown menus.

3. Then use the **search icon** (magnifying glass) to browse for an organization or search for it by name in the popup window that appears. If the user selects a district, the user will see data for all schools in that district.

4. Click **FIND** to see a list of test sessions.

The search results will display at the bottom of the screen, showing the test sessions that match your criteria.
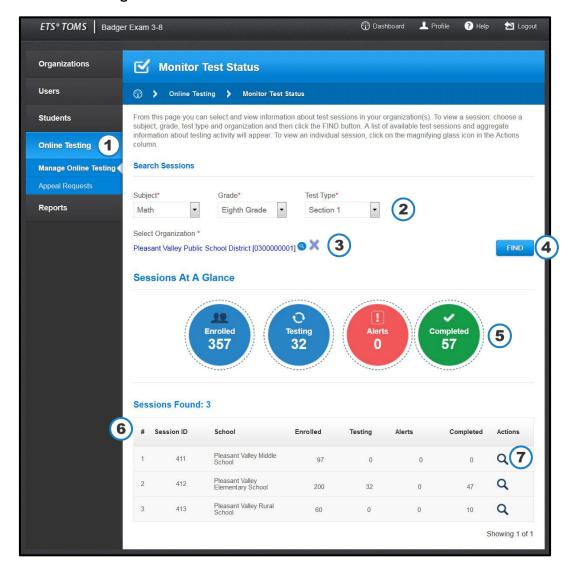
5. In the Sessions at a Glance section the user can see aggregate data for all the test sessions and organizations that were part of the search criteria. Users can see how many students are enrolled in a test session, how many students are currently testing, how many test sessions are complete, and if there are any alerts (held enrollments, test inactivity, system problems) for the test session.

6. For all the schools listed under the searched criteria, users can also view enrollment, testing, completion, and alerts data for each school.

7. To monitor individual student data for an organization, click on the **search icon** (magnifying glass) next to an organization's name.

Figure 13: Search Test Sessions and View Test Session Status

When the user selects the option to monitor data for an individual student in a school, the user will see a new webpage with that school's information for the selected test session (Figure14).
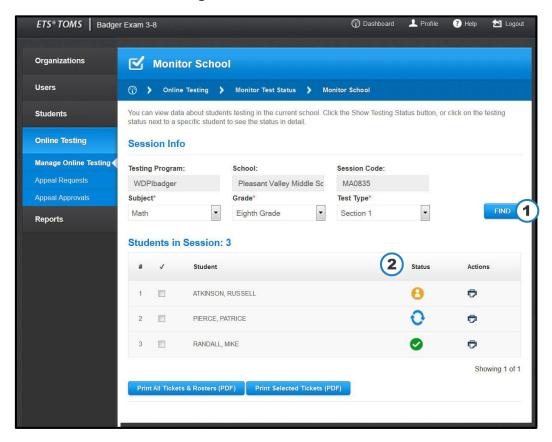
1. To monitor a different session for that school, select new search criteria from the dropdown menus and click **FIND**.

2. In the status column for each student, the user can track each student's testing status. See Table 4 for a description of the status icons.
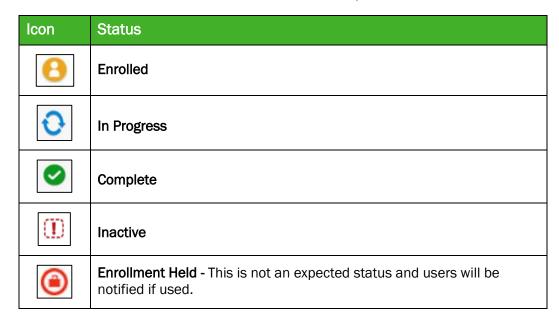
Figure 14: Monitor School Data

Table 4: Student Status Key

Icon	Status
	Enrolled
	In Progress
	Complete
	Inactive
	Enrollment Held - This is not an expected status and users will be notified if used.

You can also print test tickets from the webpage shown in Figure 14. See Section II for more information on printing test tickets.

Test Ticket 120 Minute Rule

Test tickets will remain active for 120 minutes after students log out of the test. As a result, if a student accidently logs out during a test session, he/she would be able to immediately log back into the system. Similarly, if a student participates in one test session, logs out of the test and then returns to the test within 120 minutes, he/she would be able to log into the test.

However, if the student attempts to log into the test more than 120 minutes after logging out, the test ticket will be inactive and the student will receive a login error. To reactivate the test tickets, the TA will need to log into TOMS and select "continue testing" for each student exceeding the 120 minute time frame. Once this has been completed, students can log back into the test interface using the information for the original test ticket.

Inactivity and Continue Testing

Additional information on "student inactivity" and how to "Continue Testing" will be available in a separate handout.

Submit Appeals

Some situations may result in the need to reopen or invalidate individual student test sessions. The use of appeals is at the district discretion. When this happens, the DAC must submit an appeal through TOMS. Situations in which a DAC might submit an appeal include:

- a test security breach that results in an invalidation
- a student is ill and unable to complete Section 2 Math PT portion of the assessment within 10 days and needs the expired test reopened

To submit an appeal for a student, you must first locate the student. Follow the steps shown in Figure 15.

1. From your Dashboard, click on the **Online Testing** tab in the left navigation menu bar and then the **Appeal Requests** submenu.

2. To search for test participants, select a subject, grade, and test type from the drop downs, and select an organization from the popup. Click **Find Test Participants**.

3. A list of search results will display.

A list of search results will display showing students who match your search criteria.

4. In the Actions column next to a student's name, select the proper icon to submit an appeal (see Table 5 for a description of each icon).

Figure 15: Submit an Appeal

Icon	Action	Request Reason	If Approved:

	Reopen	• Expiration of a test resulting from:
		  ○ Technology difficulty
		  ○ Unanticipated excused absence (ex. Due to illness) or school closure
		  ○ Accidental test submission
			Reopening a test allows a student to access a test that has already been expired or submitted:
			• *Expired* – **Test opens where student left off**
			• *Submitted* – **Test opens at the last page of the test;** student can review items in the current segment, but cannot return to previous segments
			A reopened PT will only remain open for 10 calendar days from the date the appeal was approved. Students can use the same test ticket.

	Invalidate	• Test security breach • Test administered inconsistently with the Test Administration Manual • Student deliberately does not attempt to respond to questions	Invalidated tests will **not be scored** and the student will **not count as a test participant**. An invalidated test cannot be restored and the student will not be able to get back into the test. In addition to submitting the appeal request, the DAC must ensure the irregularity or breach was reported to DPI within 24 hours of the incident. Reference test security manual for additional information.

In the event that a student does not have correct test settings enabled prior to testing, a reset is no longer required. The student should log out, a SAC or DAC should enable the setting in TOMS, and the student should log back in using the same test ticket to resume testing. As a result, there will be no need for a reset or restore.

In the event that a student has started the test with the incorrect grade, swapping for the correct grade will need to be handled by contacting DPI or the Help Desk.
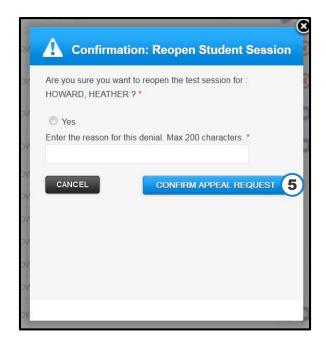
5. When you select an appeal icon, a popup window will appear (Figure 16). Confirm the appeal by selecting the radio button next to "Yes" and entering a reason for the appeal. Click **CONFIRM APPEAL REQUEST** to submit the appeal to DPI for approval.

Figure 16: Example of an Appeals Request (Reopen Appeal displayed)

Once the appeal is reviewed by DPI, the DAC will receive an e-mail from badger-toms-noreply@ets.org with a resolution (approval or denial of request). The DAC will be responsible for advising the SAC and/or TA that the appeal was approved or denied.

See the District and School Assessment Coordinator's Guide at http://oea.dpi.wi.gov/assessment/Smarter/resources and the Test Security Manual at http://oea.dpi.wi.gov/assessment/Smarter/security for more information on appeals and test security.

District Testing Completion Indicator

To initiate the process of generating Individual Profile Reports (IPR), DACs must confirm that all testing has been completed in the district. This requires that DACs update TOMS with non-participation codes as appropriate, and select the completion tab in TOMS.

If a new student who has not participated or not completed the Badger Exam moves into the district after testing has been completed, the school/district is responsible for ensuring that the student completes the Badger Exam.

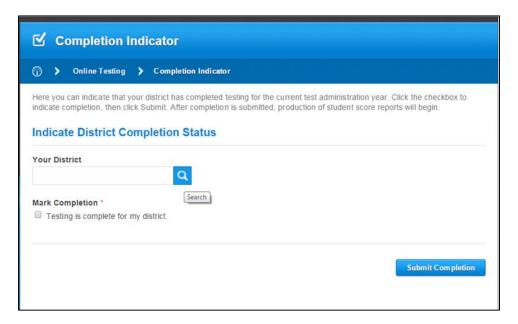DAC are responsible for the final step in TOMS.

1. From the Dashboard, click on the **Online Testing** tab in the left navigation menu bar and then the **Completion Indicator** submenu (Figure 17).

2. Select the Mark Completion check box. The Submit Completion button will become active.

3. Click the **Submit Completion** button.

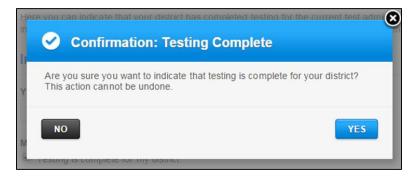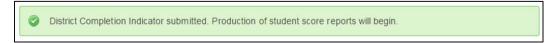Figure 17: Completion Indicator

4. A popup will display. Confirm that the District has completed testing by click **YES**.

Figure 18: Confirm Testing Completion

5. Once confirmed the screen will display a District Completion Indicator submitted notice.

Figure 19: Testing Complete Confirmation

District, State and Student Online Reporting

The TOMS Reporting Manual, available at the same time the TOMS reporting system launches (early May) and will provide information related to student score reports.

Section IV: Managing Testing for Transfer Students

Throughout the testing window, there will be students moving in and out of schools and districts. DACs and SACs are responsible for maintaining the accuracy of student information in TOMS. This includes maintaining enrollment statuses for transfer students.
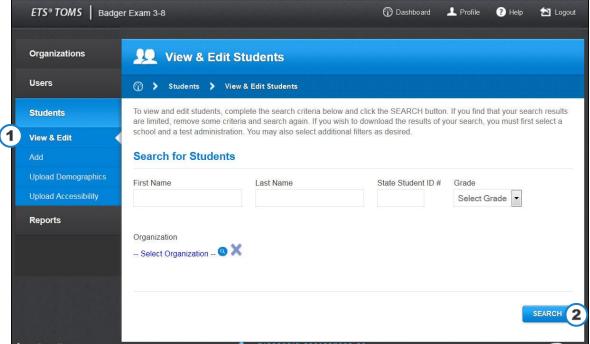
> If a student transfers during a test session, the receiving district is responsible for ensuring the transferred student completes the Badger Exam.

To transfer a student out of your district, a DAC or SAC must first locate the student's profile in TOMS.

1. Click on the **Students** tab in the left navigation menu and then on the **View & Edit** submenu that appears (Figure 20).
2. Enter the search criteria for the student and click **SEARCH**. You do not need to complete all the search criteria to execute a search.
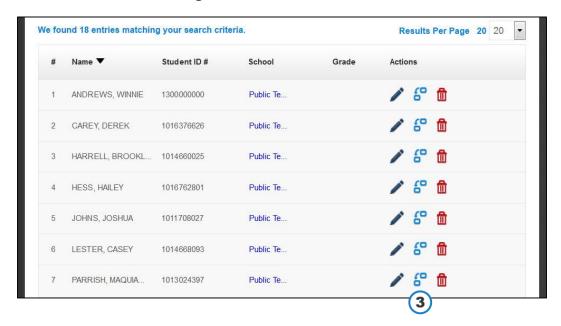
Figure 20: Search for Students

A list of results will be shown (Figure 21).

3. To transfer a student, click the **transfer icon** (two blue boxes).

Figure 21: Student Search Results

After you select the transfer icon, a popup window will appear (Figure 22).

4. Select a transfer type (School of Accountability or School of Attendance) from the dropdown menu or select the checkbox labeled "Both".
5. Click **Next** to continue to the next step.

Under almost all cases the School of Attendance and the School of Accountability are the same. **In these cases users should place a checkmark next to BOTH.**
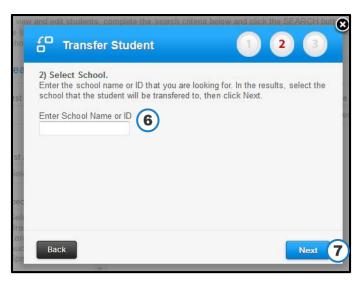
Figure 22: Select Student Transfer Type

A second popup window will appear (Figure 23).

6. Click in the text box and enter the name of the school where the student will be transferring. A list of schools will appear as you type. Select the correct transfer school.
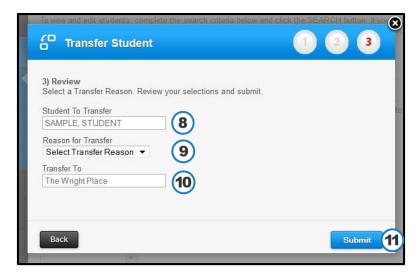7. Click **Next** to continue to the next step.

Figure 23: Select Student Transfer School

Once you select the transfer school, another popup window will appear where you can review and submit the information you entered and select a transfer reason (Figure24).

8. Verify the student name is correct.
9. Select a transfer reason.
10. Confirm the transfer school.
11. Click **Submit** to complete the transfer.

Figure 24: Submit Student Transfer

Once the transfer is complete, a transfer notice is automatically generated in TOMS. DACs and SACs can view transfer notices for students on their Dashboards (Figure 25).

When students are transferred from one school to another, both the sending and receiving schools will have transfer announcements posted automatically to the Student Transfers tab of their Dashboards and will also receive an e-mail notice of the transfer.

1. From your Dashboard, click on the **Student Transfers** tab to view transfer notices.

Figure 25: Student Transfer Notice

All student's demographic and accessibility information will transfer with the student. For additional information on how student transfers impact testing, see the District and School Assessment Coordinator's Guide.

If the student has started the Performance Task in their previous school district, the receiving district must have the student complete the assessment. The test will transfer with the student and the student will be able to pick up the test where they left off in their previous school or district. The student does not need to participate in the receiving district's assigned Classroom Activity.

If the student has not started the Performance Task in the sending district, the receiving district must complete the assessment and administer the receiving district's assigned Classroom Activity prior to administering the Performance Task.

Section V: Understanding the Student Test Interface

During test sessions, TOMS users will be working in TOMS to monitor and manage the test sessions at the same time students are using a separate interface to take the Badger Exam. TAs and other TOMS users should be familiar with the student interface and what the students will see during testing.

This section briefly describes the major features of the student test interface and provides guidance on how to address common scenarios that may occur during test sessions. See the Test Administration Manual for more detailed information on how students will access the test.

Logging into the Test

Students must use the Badger Exam Secure Browser to access the Badger Exam. If a student requires the use of an assistive technology device, the student will need to access the Badger Exam using the Assistive Technology Secure Browser. Students will open the appropriate Secure Browser on their testing device. The Secure Browser will run a quick system check and then proceed to the login screen. (Directions for downloading and launching the secure browser can be found in the Quick Start Guide or the Technology Coordinator Manual located on the DPI website).

If the system check fails, click the red check mark that is displayed to view instructions on how to resolve the issue. If the failure persists, TAs should contact their School or District Technology Coordinator. All devices should be checked prior to testing. If the system check is successful, the Secure Browser will launch and the student can click **Take Test** to proceed to the login screen (Figure 26).
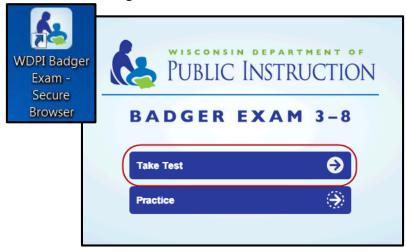
Figure 26: Secure Browser Icon and Interface

Next students must click on "Take Test". Using the test ticket login credentials provided by the TAs, students must enter their unique username, password, and Session ID. For details on generating and printing tickets, see Section II in this manual.
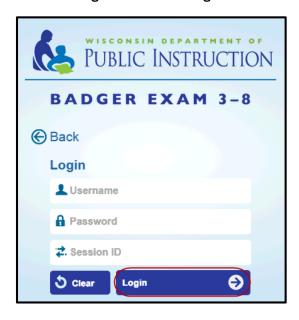
After a student has successfully entered this information, students will click the **Login** button to sign into the test (Figure 27). You may assist students with logging in, if necessary.

Figure 27: Student Login

If a student is having difficulty logging in, an error message will display on the login screen. The most common errors occur when the username, password, or Session ID is entered incorrectly. Refer students to their test ticket and assist them with logging in. Test Administrators can refer to TOMS to verify login information and verify the Session ID. After three failed attempts to log into the test, the secure browser will need to be re-launched.

Table 6 shows a list of error messages students may see when logging into the test.

Table 6: Login Error Messages

Error Message	Error Description
You must enter a Username	A user name was not entered. Student needs to attempt login again.
You must enter a Password	A password was not entered. Student needs to attempt login again.
You must enter a Session ID	A Session ID was not entered. Student needs to attempt login again.
Incorrect Username/ Password	The Session ID exists, but the student's username or password is incorrect. Student needs to attempt login again.
Incorrect Session ID	The Session ID does not exist. Student needs to attempt login again.
Your test ticket is no longer active.	The test ticket is inactive. The TA must activate the ticket in TOMS by selecting "continue testing".
You are no longer able to access this test.	The test has been submitted or has expired.

Audio Check

For ELA and for students receiving translation glossaries in mathematics, these students will see a "Check your volume" screen after logging into the test (Figure 28). All students will require headphones for the ELA Badger Exam. Students using text to speech and/or audio glossaries in mathematics will also need headphones.

–   To test the volume, students should click on the play button and verify that the sound is audible. If the audio is audible, they can proceed to the test. If the audio is not audible, they can adjust the volume by selecting the Audio button, adjusting the volume slider, and clicking the play button again. If the audio is still not audible, the student should raise his or her hand and inform the TA that there is an audio problem. At this point, TAs should check the audio setting on the student's device. TAs should confirm that the headphones are plugged in, ensure that the volume is turned up on the device and try other audio sources on the device such as CDs, audio files, etc.
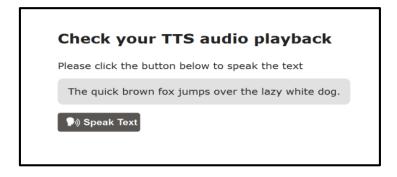
Figure 28: Audio Check

Students receiving text to speech will see a Text-to-speech audio check. Confirm that you can hear the sentence and then click on the Next button on the bottom right hand side of the screen.

To test the volume, students should click on the play button and verify that the sound is audible. If the audio is audible, they can proceed to the test. If the audio is not audible or the speed of the speech is not appropriate for the student's needs, they can adjust the volume by selecting the Audio button, adjusting the volume slider, and clicking the play button again.

Figure 29: Check Playback

Test Directions

After the audio check, the student will be presented with test directions. The student test directions page provides students with information about the tools and navigation features they will use during testing. This information is available to students at any time during testing by clicking the Directions button on the top right side of the screen. In addition, the Help button also provides a video tutorial of how to use the tools provided. The Help button is also located on the top right side of the screen within the test delivery system.
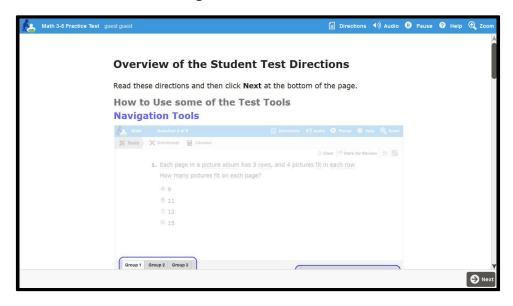
Once students have clicked **Next** on the test directions screen, they are ready to begin their test (Figure 30).

Figure 30: Test Directions

Pauses

If a student needs to take a brief (less than 20 minutes break) the TA should to instruct the student to pause the test and resume testing when they return from their brief break. Within a test session, students have the ability to pause their test at any time by clicking the **Pause** button in the upper right corner of the test interface screen. Students can click the **Resume** button to return to the test. The pause feature should be used if students require a break during a test session or if a student needs to leave the room for any reason.

If planning to pause the test for more than 20 minutes, TAs should instruct students to review all questions marked for review and answer all questions they have been presented with so far. When breaking for longer than 20 minutes, the student should "log out" of the test after their review.

When students return from a pause of longer than 20 minutes they should be instructed NOT to go back to any previously seen items.

Students who have their test paused for more than 20 minutes will be logged out to preserve security. After the log out, the student must login again, using the same test session ticket, and they will pick up where they left off before they were logged out of the test (Figure 31).
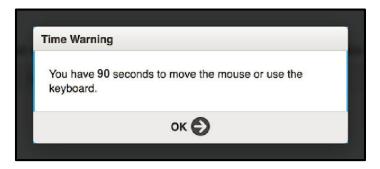
Figure 31: Paused Test

Inactivity

As a security measure, students are logged out of the test after 30 minutes of inactivity. Inactivity is defined as the absence of mouse movement or keystrokes for 30 minutes. Students will receive a warning message prior to being logged out and must click **OK** on the popup window that appears within 90 seconds to avoid being logged out automatically (Figure 32).

Figure 32: Inactivity Screen

Logging out of the Test

When students need to log out of their test but have not yet answered all items they will need to log out of their test until the next scheduled test session. TAs should instruct their students to review their answers and answer any questions marked for review prior to logging out. Students should click **Logout** to close out of their test.

Figure 33: Logout

Submitting the Test

When students answer the final item on their tests, they can click the **Next** or **Review/End** button. The **Review/End** page shows how many items the student has completed and which items, if any, the student has marked for review. An orange flag means an item is marked for review. Students can return to items in the current segment of the test by selecting the item number or selecting the **Return to Assessment** button and using the **Back** button to navigate to a specific item (Figure 34)

Figure 34: Review/End Test Screen

Students who are ready to submit their tests should click **Submit** to finish. They will receive a confirmation popup window asking them to confirm that they want to submit and move on to the next segment (Figure 35). The warning popup window also warns that they cannot return to change their answers in the current segment once they have moved on. Clicking **Back to Review** will return them to the Review/End screen. Clicking **Next** will take them to the Exit screen (Figure 36) which shows a message indicating that the portion of the test was completed, and which advises the student to exit. Students are able to submit their test with items marked for review.

TAs should ensure that students understand the outcome of submitting the test
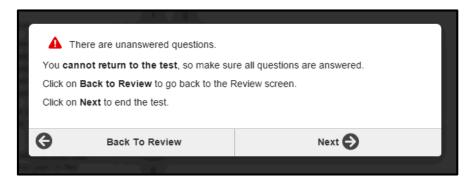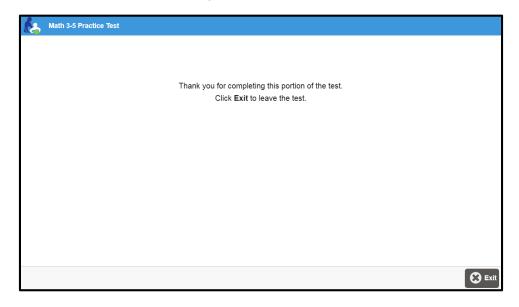
Figure 35: Submit Test Popup Window Warning

Figure 36: Exit the Test

Document Change History

Revision Date	Summary of Changes